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Job details

Job 1 of 1

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Positions allocable to this class function as administrative generalists in the central administrative unit of a County department. They independently analyze and make recommendation for the solution of highly complex management problems spanning the full spectrum of the following matters: organization, staffing, program planning, systems and procedures, facility planning, budget, and general management and personnel. Administrative Assistants III participate in analysis and decision making from the beginning of program planning or problem definition, are used as the normal communications channel with line management concerning program or problem area concerned, and when the central administrative unit

position on the matter has been established are charged with persuading line managers to accept that position. Assignments of Administrative Assistants III are made in terms of objectives to be achieved. Specific instructions are given on only the most unusual and sensitive assignments; recommendations and the general rationale underlying them are reviewed upon completion, but work methods used to obtain these results are not reviewed. Excluded from this class are specialists who primarily perform work such as facilities planning, systems and work measurement analysis, data systems analysis, and so on.

Essential Job Functions

Participates from the beginning at a decision making level in budget planning of major programs of the department involving \$10 to 20 million or more in annual expenditures.

Analyzes and recommends what the department's position should be on voluminous and complex pending legislation and rules of regulatory bodies which have substantial potential impact on the operations and financing of department programs; defends and persuades the staff of central staff agencies to accept recommendations once they have been approved by the department.

Investigates and drafts grant proposals for new and renewed grants, negotiating details with other governmental agencies.

Analyzes, evaluates, and makes recommendations for organizing, staffing financing, and operation of major new departmental functions or major modifications of existing programs.

Analyzes, evaluates, and makes recommendations on purchasing, leasing, siting, equipping, and space planning of major departmental facilities.

Conducts management studies of component organizations of the department to determine if acceptable management practices are being used and departmental policies enforced to assess organization, staffing, and financing, to define and report problem areas, and to develop recommendations for the solution of problems

uncovered.

Determines the need for, and as assigned, coordinates Systems AND Work Measurement Analysts or Methods Technicians in the conduct of work measurement and methods improvement studies; participates in reviewing work measurement study results and, if approved, persuades line managers to accept revised procedures and work standards. May be assigned to lead the work of a team of administrative generalists or specialists assigned to work together on specific projects and studies or who function together continuously as a group to work together on a variety of assignments.

Requirements**Selection Requirements:**

Option I: Three years' experience in a staff capacity* analyzing and making recommendations for the solution of problems of organization, systems and procedures, programs, facility planning, budget, or personnel, one year of which must have been in a responsible staff capacity*** in the administrative staff organization of a department or a central administrative staff organization.

Option II: One year's experience as an Administrative Assistant II**** or Staff Assistant II****.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special
Requirement
Information**

*Staff capacity is defined as work performed to assist and support administration by doing research and making recommendations to administration for the solution of problems of organization, procedure, program, budget, or personnel at the level of Los Angeles County's class of Administrative Aid** or higher.

**Administrative Aid is defined as under close supervision, performs beginning level administrative staff work by participating, in making investigations of operating problems in a County department.

***Responsible staff capacity is defined as staff experience at the journey-level requiring working knowledge of rules, regulations, and other guidelines related to program area assigned.

****Applicants who expect to qualify through experience as a Los Angeles County Administrative Assistant II or Staff Assistant II must have held that County payroll title for the required time.

VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE ACCEPTED FOR THIS EXAMINATION. VOEL PREVIOUSLY SUBMITTED FOR OTHER EXAMINATIONS WILL ALSO NOT BE CONSIDERED. THE EDUCATION AND EXPERIENCE LISTED ON YOUR APPLICATION IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE.

Falsification of any information may result in disqualification.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

Examination Content

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering Written Expression, Data Analysis and Decision Making, Reading Comprehension, Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability.

TRANSFER OF SCORES:

Applicants that have taken the identical written tests for other exams within the last (12) months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test part(s) that may be used in the future for new examinations. Upon acceptance of your application, your scores will be transferred to the new examination and you may not be allowed to retake any identical test part (s) for at least a year.

Applicants who have not participated in

the above mentioned exams and are currently applying for Administrative Assistant II (Exam R0888E) will take the written test one time. The resulting score will be transferred to Administrative Assistant II (R0888E).

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Applicants must meet the Selection Requirement(s) and achieve a passing score of 70% or higher on the written test in order to be placed on the eligible register.

Invitation letters for testing will be sent via email or by U.S. mail. Candidates will be notified by US mail of their test results. Written scores cannot be given over the phone.

Special Information

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:

An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

You can also access practice tests for the computerized version of the test by going to the following website:

<http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information

The interdepartmental promotional eligible register resulting from this examination will be used to fill vacancies throughout the County of Los Angeles. Departmental promotional registers may be established by departments that have this class.

Eligibility Information

Applications will be processed on an "as-received" basis and those receiving a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

~~NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.~~

Available Shift

Any

Job Opportunity Information

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name on the employment application.

Application and Filing Information

APPLICATIONS MUST BE FILED ONLINE ONLY.

APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking on the tab above or below this bulletin that reads "Apply to Job" so you can apply online and track the status of your application. Upload required or additional documents at the time of application filing. We must receive your application and additional documents if any by 5:00 pm, PST, on the last day of filing.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the selection requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is

incomplete it will be rejected.

SOCIAL SECURITY NUMBER:

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their **OWN** user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Olga Arteaga
Department Contact Phone	213-351-2936
Department Contact Email	oarteaga@hr.lacounty.gov
ADA Coordinator Phone	213-738-2057
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	(800) 897-0077
Job Field	Administration
Job Type	Administrative Support

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